



# South Carolina Department of Education

Together, we can.

**Cluster of Study:** Business, Management and Administration

CIP Code: 520401

**Major:** Administrative Services

*\*Course selection will depend on satisfying prerequisites*

Required Core for Graduation	SAMPLE CORE CHOICES			
	For additional college entrance requirements, refer to the college of your choice			
	9	10	11	12
<b>English*</b> Four Units Required	English I	English II	English III	English IV
<b>Math*</b> Four Units Required	Algebra I	Algebra II or Geometry	Geometry or Pre-Calculus or Everyday Stats.	Pre-Calculus or Calculus or Adv. Math Topics
<b>Science*</b> Four Units Required	Physical Science	Biology I or Environ. Studies	Chemistry I or Physics or Marine Science or Biology II	Physics Biology III or Anat/Phys Honors or Criminal Forensics
<b>Social Studies</b> Three Units Required	One Unit of Social Studies		US History	Government/Economics
<b>Additional State Requirements</b>	Physical Education or JROTC (one unit) Computer Science (one unit) Foreign Language or CTE (one unit) Electives (seven units) Pass High School Assessment Program Art (one unit)(per CHE entrance requirements)			

Required Courses for Major** (Minimum of four credits required)	Complementary Coursework	Extended Learning Opportunity Options Related to Major
Administrative Support Technology Integrated Business Applications 1 <b>Plus two or more of the following:</b> Business & Electronic Communication Business & Marketing Internet Apps Digital Input Technologies Document Processing Integrated Business Applications 2 Web Page Design and Dev 1 and 2 Work Based Credit (Admin)	Computer Applications 1,2 Desktop Publishing Introduction to Business and Marketing Multimedia	Career Mentoring Shadowing Internship Work Based Education Career Information Delivery System Exposure Senior Project

## Professional Opportunities Upon Graduation

High School Diploma	Adt'l Training to 2-year Degree	4-Year Degree & Higher
Receptionist Secretary Information Processing Specialist Administrative Support Specialist	Administrative Assistant Executive Assistant Front Office Assistant Data Entry Specialist	Educator Office Manager Information Systems Manager Executive Assistant